

WIA YOUTH SUPPORTIVE SERVICE POLICY OZARK REGION

As appropriate and necessary, Support Services will be available to each youth in school and out of school, younger youth and older youth. Support Services are those services which will enable a youth to participate in other program elements, activities or during follow up services. This service element will take many forms and may involve referral to other community services and organizations, or may mean direct assistance utilizing WIA funds, supportive services may include transportation, child care, housing, work related tool or equipment costs, medical services, mental health services, etc.

Services available through other agencies will be researched, explored and utilized prior to utilization of WIA dollars. The youth service provider will first access services available in the community at no or low cost to the participant. The method for determining need for supportive services, either verbal or written, the Career Manager will exhaust all efforts to locate the requested support through a no cost avenue. Should the Career Manager determine that the service should be funded through WIA dollars; he/she will complete a Support Services Funding Request form which will be evaluated by the youth services coordinator. All activity to this matter will be documented within the Toolbox system, as well as the client file.

Ultimate approval of the use of WIA support services funds will be made by the youth services coordinator. Provision of services is subject to availability of funding. An eligibility criterion for youth support services is listed below. **The maximum dollar amount for all supportive services combined per youth participant per year will be a maximum of \$500.**

Work-Related Clothing, Tools, and Equipment

Work-related clothing, tools, equipment, and other items such as medical physical exams, haircuts, etc. will be provided to those who meet the criteria outlined below.

1. Must be enrolled in youth services.
AND
 2. Require occupationally-specific clothing, tools, or other items as a precursor to training.
OR
 3. Require occupationally-specific clothing, tools, or other items in order to obtain or maintain employment.
- The need for supportive services will be verified by staff, approved by the youth services coordinator and noted in the Supportive Service Agreement and Toolbox.
 - Career Managers/Staff must provide receipts for purchase of clothing, tools, or other item for the participant.

Should items need to be purchased, it is the responsibility of the Career Manager responsible for the participant's case, to purchase such items. This may be performed with or without the participant present.

Emergency Counseling Services

Participants referred to emergency counseling services must meet the following criteria:

1. Must be enrolled in WIA Youth Services.
AND
2. Be experiencing extreme emotional distress. Note: By definition, extreme emotional distress for the purpose of this policy statement will mean anyone who is experiencing crisis situations, to include the threat of suicide.
 - Persons who meet the definition will be referred immediately to services available in their area. The Youth Career Manager would communicate with the Youth Program Coordinator to determine what would be the best course of action for the youth in need of counseling services. The Youth Provider will be responsible to provide names and locations of available counseling in each and every county represented in the Ozark Region.
 - The need for support service will be verified by staff and noted in the Supportive Service Agreement and Toolbox. All due precautions will be taken to maintain participant confidentiality.

Transportation Support Services

Gas vouchers and bus vouchers may be provided to those participating in youth services who meet the criteria listed below.

Pre-Vocational and AEL Students or Work Experience Program (WEP)

1. Must be attending pre-vocational or AEL classes provide by the Missouri Career Center and/or participating in WEP. The youth which are involved in WEP will receive transportation vouchers until they have received their first paycheck. They will then be instructed to budget this expense.

AND
2. Must achieve regular attendance of scheduled classes which is 15 hours a week for day classes or 9 hours a week for evening classes and/or work.
 - Staff will verify participant attendance.

- A maximum of \$15 per week and no more than \$60 per month.